

**INVITATION FOR BIDS FOR
A NEW BOILER AT DUNSTABLE TOWN HALL
511 Main Street, Dunstable, MA
September 10, 2015**

The Town of Dunstable, Massachusetts, acting through the Board of Selectmen(Town) invites qualified companies to submit a bid to provide the services outlined in the SCOPE OF SERVICES.

1. INTRODUCTION AND BACKGROUND

The Town of Dunstable is seeking bids for the replacement of the Town Hall boiler located at 511 Main Street, Dunstable, MA. The current boiler, located in the attic area, is a 2002 model.

2. SCOPE OF SERVICES

The project should include the supply and installation of a 750,000 BTU gas fired modulating boiler. Included in the installation should be the supply and installation of the following:

- water feeds
- isolation valves
- circulator and flange
- low water cut off
- axiom safety feeder
- new supply and return piping
- new safety and control wiring
- reconnect to existing flue
- remove the existing boiler
- necessary permits
- hard-wired CO alarm
- fire-off and test per manufacturers recommendation
- Provide all gas piping as needed
- Provide all power and control wiring as needed
- Existing safety pan to be cleaned and reinstalled

3. SUBMITTALS

One original and four (4) copies, as well as a write-protected electronic version of the proposal shall be submitted to the Dunstable Town Administrator, Town Hall, 511 Main Street, Dunstable, MA 01827 no later than October 7, 2015, at 5:00 pm. Late submittals will not be considered. Bids will be opened October 7, 2015, at the regularly scheduled Selectmen's Meeting and project awarded by October 28, 2015.

Submittals shall include at a minimum, the following information:

1. Cover letter: A letter signed by an owner or officer of the company, binding the company/individual to all of the commitments made in the proposal.
2. Certification of Non-collision of form provided by the Town Administrator.

3. Statement of Qualifications and Experience:

- a. Provide the company/team history, background and relevant experience with similar projects. Include names of individuals who are licensed by the Commonwealth of Massachusetts to perform the required work and their license numbers.
 - b. The business address, phone number, e-mail address of companies and individuals committed to participate in all tasks identified in the Scope of Services.
 - c. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
 - d. Provide evidence of expertise with HVAC design and installation.
4. A well-developed proposal with discussion of the project approach, staffing, project management, and timeline including anticipated completion date for the project.
5. Evidence of Insurance: The Company shall indemnify, defend and save-harmless the Town of Dunstable and all its officers, agents, and employees from and against any and all claims, liabilities, suits or penalties arising out of (or which may be claimed to arise out of) acts or omissions of the Company or Sub-company in the performance of work covered by the Contract. This responsibility shall survive the termination of the Contract.
- a. Liability insurance for damages imposed by law of the kinds and amounts specified herein shall be obtained and maintained by the contractor. The insurance obtained shall cover all operations under the Contract whether performed by the Company or Sub-company of any tier and shall be maintained for a time period of three years after final acceptance of the construction by the Town. Insurance requirements are the responsibility of the Company. The Company shall require Sub-company(s) to maintain similar coverage.
 - b. Each Policy shall contain a clause prohibiting cancellation or modification of the policy earlier than 30 days, after written notice thereof has been received by the Town.
 - c. Certificates of Insurance shall be furnished evidencing the required coverage and conditions and naming the Town of Dunstable as a co-insured. The Company shall have a continuing duty to provide updated certificates of insurance to the town. The minimum required insurance coverage and conditions are as follows:
 - i. Workers' Compensation and employers' liability as required by law:
Limits of Limits of Liability: \$100,000 each accident;
\$500,000 disease - policy limit;
\$100,000 disease - each employee.
 - ii. Commercial General Liability; Occurrence Form, to include Contractual Liability
Limits of Limits of Liability: \$1,000,000 Each Occurrence Bodily Injury and Property Damage
\$2,000,000 General Aggregate-Include Per Project aggregate Endorsement

\$2,000,000 Operations Aggregate

6. Cost: The firm will include a proposed budget for the project. The quotation should include all costs related to the service to be rendered, broken down by task with unit price, hours, subtotal and budget. The quotation will be presented as a separate document marked FEE PROPOSAL that will only be opened if the firm is selected as the project company.

4. GENERAL TERMS AND CONDITIONS

1. The successful company shall comply with all applicable federal, state and local laws and regulations as may be applicable.
2. Respondents to this IFB will represent a company or individual possessing experience in HVAC design and installation projects and the professional standards thereof, and demonstrate ability to undertake and successfully complete the scope of services as outlined in this IFB.
3. The Town reserves the right to reject any or all proposals, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the Town. The cost of preparing and submitting the proposal shall be the responsibility of the respondent. All proposals will become the property of the Town of Dunstable.
4. The Town's award of the project is contingent of funding.
5. Applicants must submit complete responses to all of the information requested. Applicants who do not respond to the entire content of the IFB may be disqualified.
6. The successful applicant will assume sole responsibility for the complete project as required in this IFB. The Town will consider only one point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project.
7. Applicants who intend to subcontract one or more elements of this project to other shall identify those work elements to be subcontracted and the individuals/firms subcontractor. All subcontractors shall be included in the applicant's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties after contract award, without prior written approval by the Town

5. EVALUATION CRITERIA

All proposals will be evaluated by the Town. Proposals will be evaluated on the following criteria:

1. Demonstrated experience in commercial heating installations.
2. Experience with Massachusetts building/gas regulations and policies.
3. Qualifications, experience and certifications of company.
4. Responsiveness to the scope of work and building objectives. Provide an explanation of the materials to be furnished.
5. Quality of responses from relevant references (please provide at least three references).

6. STEPS FOR SELECTION PROCESS

The Town will use the following process to select a company.

1. A mandatory pre-proposal briefing: A pre-proposal briefing will be held on September 22, 2015, at 10:00 am at the Town Hall, 511 Main Street. The pre-proposal briefing is intended to provide guidance on the expectations of the Town and to respond to questions regarding the project. The pre-proposal briefing is mandatory for any company wishing to submit a proposal. Proposals submitted from companies/ individuals that do not attend the mandatory pre-proposal conference will be returned unopened.
2. Review of proposals will be conducted by the Advisory Board, Board of Selectmen and the Town Administrator.
3. Selection of most qualified company as determined by the Town based on the proposals.
4. The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies and services specified in the Scope of Work and pre-proposal briefing.